

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Total DD/P Headquarters T/O

1. The above referenced T/O's have been reviewed and machine runs of the T/O are attached.
2. While the organizational functions as set forth are broadly acceptable, nevertheless, it appears it will be necessary to review very carefully the administrative and support positions to determine whether positions and functions proposed are not duplicating those of offices under my jurisdiction. An outstanding example is found in the PE Division where 24 positions are proposed for the Personnel Section. It would appear that five or six positions would be adequate to perform the necessary function of this nature. This same principle might well apply to other divisions and staffs and should be fully explored not only in the field of personnel functions but in other administrative and support areas such as budget, finance, training, cover, etc.
3. It will be noted that certain adjustments have been made in the grades of positions requested. Based upon the limited information presented, that developed during the preliminary discussions of these T/O's prior to submission and the previously existing grade structure, the minimum grades believed supported at this time on certain questionable positions has been included on the T/O along with the grade proposed, viz 13/15. Until the Personnel Office has additional job information on which to evaluate these questionable positions, such positions should not be obligated above the minimum grade indicated. I have asked the Personnel Office to complete the review of these positions within the next thirty days. Your cooperation in accomplishing this review in an expeditious manner is requested. Supergrade positions included on the T/O are subject to final action by the Supergrade Board and approval by the DCI.
4. Budgetary concurrence is subject to verification of average salary for the DD/P Table of Organization. This is necessary for the purpose of ascertaining that such average is within that approved by the Bureau of the Budget.
5. It should be appreciated only a limited evaluation of the DD/P T/O's organizational structure and function has been possible in the short time permitted and the qualified concurrences indicated are given in order to put the organization on a formal operating basis. With the continued close working relationship of our respective offices, it will be possible to make further improvements as the organizations shake down.

CWD/AJT;lac;sm (14 Nov 52)

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1-DD/A Sub: "Personnel - Tables of Org."

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WALTER REID WOLF
Deputy Director (Administration)

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